



FMMI –Shorthand Code (SHC) Management
SHC Master Data Template



Requestor Information	
Date:	Agency's Acronym:
Name:	
Phone Number:	

ServiceNow Request Details		
Ticket Number:		
Action Requested:	Add	Change
	Deactivate	Delete
		Reactivate

Interface						
FMMI Agency / Legacy Code:				SHC:		
Systems Interface:	MASC	CPAIS	IAS	WebTA	Concur	SmartPay

Accounting Elements		
Accounting Data	Old Value	New Value
FUND / Budget Period Note: Both MDM Elements are required		
Cost Center		
WBS Element		
Functional Area		
Concur Organization		
Accounting Station Code		

Instructions

Purpose of this form:

Agencies must complete this form when requesting new or modifications to current SHCs.

Completing this form:

Enter the following information in the **Requestor** section:

- Date of the request
- Agency acronym
- Name of the requestor
- Requestor phone number

Enter the following information in the **ServiceNow Request Details** section:

- SRQ generated in ServiceNow
- Check the applicable box to denote the action needed. Choose one: Add, Change, Delete, Deactivate, or Reactivate

Enter the following information in the **Interface** section:

- FMMI Agency/Legacy Code
- Shorthand Code: List the Short-Hand Codes one-for-one that will be affected
- Systems Impact: Select each system impacted

Enter the following information in the **Accounting Elements** section:

- Enter Old and New Values of Accounting Data:
- Fund: The intended Fund and the SHC will be linked
- Cost Center: The intended Cost Center and the SHC will be linked
- WBS Level: The intended WBS and the SHC will be linked
- Functional Area: The intended Functional Area and the SHC will be linked
- Concur Organization
- Description: Description of Short-Hand Code
- Accounting Station Code(s): See illustration to the right

The screenshot shows the 'EmpowHR' interface for 'Accounting Station Codes'. The 'Actg Sttn Cd' is 0010. The 'Effective Date' is 10/16/2005 and the 'Status' is A:Active. The 'Sub-Agency' is 01. The address is USD/DA/OPC&ERS/IRM 17W, JAMIE L. WHITTEN BUILDING, 14TH & INDEPENDENCE AVE, SW, WASHINGTON, DC, 20250-0000. The interface includes navigation buttons like Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History.